

Battalion Chief

DEPT: Fire
DIV:
DATE: July 2016

FLSA: Exempt
EEOC: Officials/Admin



POSITION SUMMARY

Performs a variety of **mid-level management, general administrative and advanced technical** fire fighting duties related to protecting life and property of city residents. Manages day-to-day operations of an assigned division, including but not limited to fire suppression, rescue, hazardous materials containment, fire investigation, emergency medical response, etc.

SUPERVISION RECEIVED

Works under the policy guidance and direction of the Fire Chief.

SUPERVISION EXERCISED

A Battalion Chief directs emergency scene operations in an assigned area and supervises or performs specialized functions in support of Fire Department operations. Provides immediate to close supervision to Captain(s), Engineer(s), Fire Fighter(s), Paramedic(s), Advanced EMT (s), or Fire Fighter Trainee directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS

Assists the Fire Chief in the development and implementation of goals, objectives, policies, procedures and priorities of fire department operations.; directs, manages, supervises, and coordinates the activities and operations of the Fire Department including fire suppression, fire prevention, code enforcement, emergency medical services, and related services and activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief.

Reports to the Fire Chief on all important matters, including the status of emergency situations occurring on assigned shift.

Confers, coordinates and works with other Battalion Chiefs and the Fire Captains on shift, other city department personnel and other jurisdictions as necessary, coordinates with other fire agencies. Acts as the managing officer over one or more firefighting units or divisions; directs unit operations through subordinate supervisors; during large scale emergencies; utilizes Unified Command System to assure efficient and effective containment and resolution.

Commands all firefighting, lifesaving and fire prevention operations in an assigned area; sets up command post at fire or accident scenes; may set up or assume multiple command posts at a single incident; supervises overhaul and salvage operations.

Plans, administers, coordinates, executes, supervises and delegates activities of fire suppression and rescue, training, medical emergencies, fire inspections and investigations.

May assist in resource management and planning; assist in preparation of a master plan for future department operations; makes recommendations related to budgetary requirements, equipment needs and staffing; monitors department expenditures to assure compliance with defined fiscal limitations; serves as an internal affairs officer, investigates peer and public complaints.

Monitors readiness status of fire fighting equipment and apparatus; assures vehicles and equipment are functional; conducts inspections and drills; conducts tours for the public and interest groups.

Prepares requests for equipment, supplies and repairs. Inspects, tests, and evaluates new types of firefighting equipment, recommends types, kinds and quantities of each for future procurement; establishes standard methods of use for equipment.

Supervises training operations for companies, individuals, and recruits as the evaluation officer. May participate in annual training sessions such as confined space and high-angle rescue; reviews and reports on drills.

Supervises, directs and evaluates training in fire prevention, accident prevention and emergency medical care. Coordinates classroom and field training in a wide range of fire prevention, E.M.T., and fire fighting techniques, principles, and procedures;

receives specialized training in salvage, overhaul and rescue operation, emergency medical aid, civil defense, hazardous materials, disaster, drowning, and other related emergency situations; conducts drills.

Responds to fire alarms; supervises fire fighting teams; supervises searches in adverse conditions at fire scene, natural disasters, auto accidents etc.; supervises rescue operations; supervises basic life support processes, etc.

Instructs company officers in all aspects of their work and enforces departmental regulations; makes regular inspections of company personnel, quarters, equipment and records.

Coordinates shift changes to ensure continuity. Maintains employee calendar and staffing for each platoon. Oversees shift trades, vacation requests, and personal leave. Value diversity within the department and have a strong commitment to promoting an inclusive work environment.

May act as Public Information Officer for the fire department who is the main source for media contacts. May be responsible for the release of news information at the scene of an emergency. May be responsible for coordinating the flow of information concerning departmental policies and operations and on specific statements concerning issues that could arise concerning the department; directs, coordinates and performs public education, provides special events training and awareness with schools, civic organizations, etc.

May serve as Acting Fire Chief in the absence of the Fire Chief and performs other assignments as needed or directed by the Fire Chief or Deputy Chief.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus two (2) years of specialized training related to fire science, business management, public administration or related field;

AND

- B. Eight (8) years of full time work experience as a Fire Fighter Three (3) years as an officer and/or administrative experience;

OR

- C. An equivalent combination of education and experience

2. Knowledge, Skills, and Abilities:

Thorough knowledge of modern fire suppression, prevention and training methods, technology and equipment; principles and practices of organization, planning, time management, supervision; modern public sector management techniques and practices; fire investigation methods, procedures and equipment; city, state and national fire protection and life safety codes. Must demonstrate knowledge of the community, possessing skills and abilities to achieve a positive presence for the department. Must have an excellent knowledge of the Incident Management System, Personnel Accountability System (PAR), fire fighting methods, techniques, and procedures; fire fighting equipment types and varieties and their most appropriate and effective use; equipment maintenance and care; state and city codes, laws, and regulations, and ordinances related to fire prevention; fire vehicle equipment and apparatus operation; emergency driving techniques associated with heavy fire fighting apparatus; emergency medical techniques and procedures and first-aid; interpersonal communication skills training methods and techniques.

Ability to effectively manage all line functions of the department including suppression and training; prepare clear, concise and complete oral and written reports; interpret and explain laws, city and department policies, codes and regulations; establish and maintain cooperative working relationships with those contacted in the course of work; effectively command personnel and coordinate emergency incidents; think and act quickly in emergencies; be physically capable of performing command and control responsibilities in hazardous environments which may require physical agility and strength and be prepared to use special equipment. Maintain a positive work environment. Work cooperatively with people; carry out the department's mission with integrity. follow and give detailed verbal or written work instructions; work in dangerous emergency situations; perform strenuous physical labor; communicate effectively, verbally and in writing; assimilate modern fire prevention and fire fighting skills; perform under extreme

weather conditions; work on call and on shift work; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Possess a valid Utah State Driver's License. Utah State Fire Officer I Certification. Utah State Advanced EMT Certification or higher, (ACLS, PALS, Red Card Certified, etc.). Apparatus Driver Operator (ADO) Certification. Firefighter 1 & 2 Certification through Utah State Fire Academy NIMS 100, 200, 300, 400, 700, 800 qualified.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Exposed to extremely toxic and hot gases, fumes and smoke; exposure to hazardous substances. Exposed to extremely high temperatures in enclosed spaces from fires; normal seasonal changes and temperatures. Periodic travel required in course of performing portions of job functions. Must be capable of lifting 80 pounds.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)